



## Fact Sheet 2022/2023

### Institutional Details

|                     |  |
|---------------------|--|
| Name of Institution | <b>KTH</b> , Kungliga Tekniska högskolan<br>Royal Institute of Technology  |
| Erasmus + ID Code   | S STOCKHO 04   |
| Erasmus + Charter   | 29371-LA-1-2014-1-SE-E4AKA1-ECHE-1   |
| Erasmus + PIC       | 999990946  |
| Web site            | <a href="http://www.kth.se">www.kth.se</a>                                 |
| Address             | Kungliga Tekniska högskolan<br>Brinellvägen 8, SE-100 44 Stockholm, Sweden |

### Head of Institution

|           |  |
|-----------|--|
| Name      | Prof. Sigbritt Karlsson                          |
| Telephone | +46 8 790 6000                                   |
| Fax       | +46 8 24 54 35                                   |
| Email     | <a href="mailto:rektor@kth.se">rektor@kth.se</a> |

### KTH International Relations Office

|         |  |
|---------|--|
| Address | Kungliga Tekniska högskolan<br>Brinellvägen 8, SE-100 44 Stockholm, Sweden |
| Fax     | +46 8 790 8192   |

### Head of KTH International Relations Office/Erasmus + Institutional Coordinator

|           |  |
|-----------|--|
| Name      | Ms. Åsa Carlsson                                 |
| Telephone | +46 8 790 6980                                   |
| Email     | <a href="mailto:asacar@kth.se">asacar@kth.se</a> |

### Erasmus + Coordinator

|           |  |
|-----------|--|
| Name      | Ms. Anna Hellberg Gustafsson                     |
| Telephone | +46 8 790 6849                                   |
| Email     | <a href="mailto:annahg@kth.se">annahg@kth.se</a> |

### General inquiries on exchange outside Europe

|       |  |
|-------|--|
| Email | <a href="mailto:international@kth.se">international@kth.se</a> |
|-------|--|

### Academic Calendar

|                  |  |
|------------------|--|
| Autumn term 2022 | August 22 <sup>nd</sup> , 2022 – January 16 <sup>th</sup> , 2023 |
| Spring term 2023 | January 17 <sup>th</sup> , 2023 – June 5 <sup>th</sup> , 2023    |

### Arrival Days for exchange students

|                  |  |
|------------------|--|
| Autumn term 2022 | Mid-August, 2022 TBD, (all students)     |
| Spring term 2022 | Mid- January, 2023 (TBD), (all students) |

### Study Periods – Autumn semester

|                          |  |
|--------------------------|--|
| <b>Study period 1</b>    | August 29 <sup>th</sup> – October 14 <sup>th</sup> , 2022  |
| Own work                 | October 17 <sup>th</sup> – October 19 <sup>th</sup> , 2022   |
| Examinations             | October 20 <sup>st</sup> – October 21 <sup>st</sup> , October 24 <sup>th</sup> – 28 <sup>th</sup> , 2022 |
| <b>Study period 2</b>    | October 31 <sup>st</sup> – December 16 <sup>th</sup> , 2022  |
| Own work/Re-examinations | December 19 <sup>th</sup> – December 22 <sup>nd</sup> , 2022   |
| Own work/Christmas break | December 23 <sup>rd</sup> , 2022 – January 5 <sup>th</sup> , 2023  |
| Holiday                  | December 26 <sup>th</sup> , 2022; January 6 <sup>th</sup> , 2023   |
| Examinations             | January 9 <sup>th</sup> - 14 <sup>th</sup> , January 16 <sup>th</sup> , 2023                             |

### Study Periods – Spring semester

|                          |  |
|--------------------------|--|
| <b>Study period 3</b>    | January 17 <sup>th</sup> – March 6 <sup>th</sup> , 2023  |
| Own work                 | March 7 <sup>th</sup> – March 9 <sup>th</sup> , 2023   |
| Examinations             | March 10 <sup>th</sup> – March 11 <sup>th</sup> , March 13 <sup>th</sup> – 17 <sup>th</sup> , 2023 |
| <b>Study period 4</b>    | March 20 <sup>th</sup> – May 23 <sup>rd</sup> , 2023   |
| Study period             | March 20 <sup>th</sup> – April 6 <sup>th</sup> , 2023  |
| Holiday                  | April 7 <sup>th</sup> , April 10 <sup>th</sup> , 2023  |
| Own work/Re-examinations | April 11 <sup>th</sup> – April 14 <sup>th</sup> , 2023   |
| Study period             | April 17 <sup>th</sup> – May 23 <sup>rd</sup> , 2023   |
| Own work                 | May 19 <sup>th</sup> , May 24 <sup>th</sup> – May 26 <sup>th</sup> , 2023                          |
| Holiday                  | May 1 <sup>st</sup> , May 18 <sup>th</sup> , June 6 <sup>th</sup> , 2023                           |
| Examinations             | May 29 <sup>th</sup> – June 3 <sup>rd</sup> ; June 5 <sup>th</sup> , 2023                          |
| Own work/Re-examinations | June 7 <sup>th</sup> - June 9 <sup>th</sup> , 2023   |

## Application and deadline

Only applications from students nominated by a partner university will be considered. The number of students as specified in the Exchange Agreement **between KTH and the partner university** is **not to be exceeded**. Students nominated by their home university for exchange studies at KTH must submit an online application form for exchange students found at [How to apply to KTH](#). The application is made in two steps, asking the student to firstly submit study background, desired studies and personal details. The form includes the possibility to request assistance in finding accommodation and application for a Swedish intensive language course, running in August at KTH. Once all fields are completed, the student submits the application and will then receive a confirmation, including information **on how to complete the second part of the application**. Documents to be up-loaded into the application system are the following:

- **Clear and recent passport-size photo** in JPEG;
- **A scanned** copy in PDF of personal page in passport/national ID card/identity card with citizenship indicated. For EU/EEA citizens, national ID card is also accepted if it clearly states citizenship and the card's expiration date. The documents should be valid for at least 6 months from the commencement of exchange studies at KTH. If there are difficulties getting a new passport before the application deadline, please upload a copy of the current passport.
- **A verified \* copy of the student's transcript of records** in English, in PDF, that is a list of completed courses at university level, from both bachelor's (for example bachelor's certificate, classes préparatoire or similar) and master's level;
- **A list of courses currently pursued** and planned to be completed before starting the exchange studies at KTH;
- **A complete, signed \* and approved Learning Agreement (LA)** listing the selected courses;
- **A signed\* nomination form**, approving the exchange studies at KTH. (This form is to be printed by the student from the application system, get it signed and then uploaded into the system).

\* If an original signature is not possible to get on the documents requiring verification, please have the responsible person at the home university either copy or scan a signature into the documents. There is no need to have the documents stamped. The Learning Agreement could alternatively be sent to the student by e-mail to confirm the course choices. This email is to be uploaded together with the LA as one document (in PDF). Alternatively, the same course choice confirmation could be e-mailed to the international coordinator at the KTH school where the student intends to study.

**Double Degree (DD)** students follow the same application procedure as exchange students. Please note that only students whose home university has a DD agreement with KTH can apply for DD studies.

The online application and required documents must have been uploaded into the application system before the following deadlines:

**April 15<sup>th</sup> (5 PM Swedish time)** for studies/project work starting in August/September or later in the autumn.

**October 15<sup>th</sup> (5 PM Swedish time)** for studies/project work starting in January or later in the spring.

**Please note:** Applications can **not** be made after the deadlines above and will **not** be considered.

## Courses and projects

All information on courses, credit system, grades, course descriptions, schedule, language of instruction etc. can be found on the following page: [Exchange studies at KTH](#)

Exchange students are asked to **take a minimum of 50 % of the credits** within one specific school at KTH, the one with which the agreement is signed, and provided that the students meet the prerequisites specified for each course. Exchange students within the Architecture programme must take **all** their courses within the School of Architecture. The preliminary selection of courses should be approved by the home university in a *Learning Agreement/Study plan*, which should be

uploaded into the system, as a part of the application process. Changes to the student's *LA/Study plan* should be made within three weeks from the date of course start.

Please note that all courses have prerequisites and are therefore not open for all students. In addition, the number of **places may be limited**. For information on the level, prerequisites and time period of a course, see the database with course descriptions which will be updated in late March for the upcoming academic year and is available at [Search course](#).

Educational level: First cycle = year 1-3 (Basic level), second cycle = year 4-5 (Advanced/Master's level), third cycle = PhD level.

Exchange students are welcome to perform a final degree project at KTH. However, there is **no** service provided at KTH to match student requests with on-going research projects. A student who wants to carry out a project must on own behalf contact the research group or professor directly and make the arrangement with that professor/group before applying. After following these steps, the student can apply through the same on-line application link as above.

If a student would like to do an internship placement at KTH, s/he must contact the department of interest directly to find out about options, since there is **no** service provided at KTH for this. The home institution should approve of the internship. For more details visit [Internship at KTH](#)

## Credits, Grades and Transcript of Records

KTH uses the ECTS (European Credit Transfer System) which is based on the principle that 60 credits equal the workload of full-time studies during one academic year. It is advised that students make a *Learning Agreement/Study plan* including only 30 credits per semester, KTH cannot guarantee student's admittance to courses exceeding this 30 credits' limit. 30 credits is a full time study load and is also a requirement in order to get a Residence Permit for studies in Sweden.

Grades are assigned like the following:

A=excellent  
B=very good  
C=good  
D=sufficient  
E=pass  
F= Fail

A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: "fail- some more work required to pass" and F means: "fail – considerable further work required". Some courses only have the P/F grade, please see grading scale for the course in the course description [Search course](#).

All Degree Projects, both on Bachelor and Master level, are awarded a **Pass** or **Fail** grade only.

Students can create transcript of results and transcript of registrations. If the home institution requires a paper copy transcript, KTH will send a transcript to the home institution **on demand**.

## Language requirements

KTH does not ask for any result from official language tests, however we strongly recommend that students applying for exchange studies at KTH have a proficiency of English equivalent to the European B 2 level.

## Swedish language courses

The Language and Communication Division at KTH offers Swedish language courses free of charge for exchange students. There is an intensive course starting in early August. During the academic year Swedish language courses are offered along with the rest of the major studies. The course

catalogue for Swedish language courses is available in March. Find out more on the Language and Communication Division [Language courses](#)

The Swedish courses are divided into different levels. If the student has some previous knowledge of Swedish, it is compulsory to make a placement test to establish course level. It is an interactive, Internet based test, which gives the students an immediate result. Read more about the placement test [Compulsory placement test for Swedish language courses](#)

## Residence permit for studies

Students from **non EU/EEA countries** need to apply for a residence permit for studies before entering Sweden. Further information and application forms regarding residence permit may be obtained from the Swedish Embassy or Consulate in the home country of the student, or from Migrationsverket/the Swedish Migration Board [Studying and researching in Sweden](#)

**These students are strongly advised to apply as soon as they receive their *Letter of Acceptance*, which is sent directly to the student. Please follow this advice, since it may take up to three months to get the documentation finalized.** In order to apply for a residence permit for studies, students must:

- hold a valid passport
- be accepted on a course of full-time study at a university or university college
- be able to support yourself during the period for which you are applying for
- have a comprehensive insurance policy (see below) if admitted for less than a year
- have a *Letter of Acceptance* from KTH.

Nordic citizens do not require a visa or residence permit. EU citizens have the right to study in Sweden without a residence permit. Foreign students are allowed to work in Sweden during their period of study. No additional work permit is needed. However, please be aware that it is difficult to find a part-time job in Stockholm. KTH does not help students to find work.

## Health Insurance

**It is very important that all international students have complete insurance coverage for their entire stay in Sweden.** Consequently, KTH asks all international students to have a **complete insurance** cover when arriving to KTH. Important areas that the insurance should cover are: **personal injury, medical and dental care, accidents, personal belongings (luggage etc.), liability coverage, legal expense coverage, home transportation (in case of injury or illness).** As a compliment the student is covered by the Student IN insurance provided by Kammarkollegiet, see the [Terms and Conditions 2021](#).

### **EU/EEA citizens and the European insurance card**

Students from EU/EEA member countries should bring the European Insurance card. The card states that the card holder is entitled to health care on the same conditions and to the same cost as Swedish citizens. Please note the “**EU-card**” is **only covering health care**. The complete insurance would need to cover dental care, home transportation, personal belongings and liability coverage.

### **Non EU/EEA citizens**

It is very important that students from non EU/EEA countries have a valid and complete insurance coverage since **it is a prerequisite for securing a residence permit for studies.**

## Compensatory support

KTH strives to provide equal opportunities to all students. Exchange students who have a documented, permanent disability, are welcome to apply for compensatory support at KTH. Please, find out more on this webpage [Funka - compensatory support for students with disabilities](#)

## Accommodation

KTH has an Accommodation Office located in the KTH Entré at Drottning Kristinas väg 4 (Campus Valhallavägen). KTH Accommodation rents rooms for exchange students in student housing buildings (dormitories) or in apartment houses. The rooms are located in central Stockholm as well as in the suburbs of the city. KTH can only offer this service to a limited number of international students as the housing market is difficult in Stockholm. The location of the room will depend on the number of rooms available at the moment. There is no possibility to choose your room or address, nor to change an allocated room. **Exchange students** will be able to mark an interest for assistance in finding accommodation in the on line application for exchange studies at KTH. Then the KTH Accommodation will contact the student directly about the request; confirmation about an allocated room is sent to the student before arrival in Sweden. Please note that the **housing contract is signed upon arrival at KTH**. For information and opening hours please visit their website at [Accommodation](#) If you wish to contact them please use: [accommodation@kth.se](mailto:accommodation@kth.se)

## Cost of Living

Depending on costs for the accommodation, food and leisure, a typical minimum student budget for one month in Stockholm could be (all costs in SEK):

- Accommodation: 2 100–6200
  - Food: 2 000
  - Local travel: 590
  - Telephone/internet: 300
  - Insurance/medical care: 300
  - Course literature, hygiene, other: 1200
  - Clothing , hobby/leisure: 1100
- Total: **SEK 7590–11 690**

## Introduction for International Students

All international students are invited to take part in the Introduction Programme. The main purpose of the programme is to acquaint students with KTH and Sweden. Introductions are scheduled for August and mid-January. Further information is sent to the students together with the *Letter of Acceptance*.

Furthermore, all institutions of higher education in Sweden have student unions. The KTH student union is called THS, *Tekniska högskolans Studentkår*. *Social and International Relations* is an organisation within THS aiming to help international students to get to know each other, enjoy their stay and learn about Sweden. Hence it organises a number of social and cultural activities as well as trips and parties, particularly in August and January but also continuously during the semester.

## Registration

All international students at KTH are provided with a special registration number called *T-number* which is a fictive number for use within KTH. The student will get the *T-number* when registering with the international coordinator at the school to which the student has applied and been admitted (usually during the information/welcoming meeting at the school).

## E-mail address/account at KTH

All KTH students receive a personal e-mail account. Information about the account is given during KTH Arrival Days. Students get an access card to KTH premises, which is to be kept as a valuable.

## Contact persons for exchange students

Postal address: KTH, Name of the School/ Programme, SE-100 44 Stockholm, SWEDEN.

| School  | Coordinator's name  | Phone and E-mail addresses   |
|---|---|--|
| <b>School of Architecture and the Built Environment (ABE)</b>         | Mr. Martin Sjöstrand<br>(Architecture)                                      | Phone: +46 8 790 8543<br><a href="mailto:international@arch.kth.se">international@arch.kth.se</a>  |
|   | Ms. Hanna Korhonen<br>Ms. Saga Kjell<br>(Built Environment)                 | Phone: +46 8 790 8074<br>Phone: +46 8 790 8064<br><a href="mailto:international.exchange@abe.kth.se">international.exchange@abe.kth.se</a> |
| <b>Chemistry, Biotechnology and Health (CBH)</b>                      | Ms. Sofia Ellström Tanzawa  | Phone: +46 8 790 9744<br><a href="mailto:sofell@kth.se">sofell@kth.se</a>  |
| <b>School of Engineering Sciences (SCI)</b>                           | Ms. Zebine Bojler<br>Ms. Veronika Wallinder<br>(Exchange students)          | Phone: +46 8 790 6439<br>Phone: +46 8 790 7165<br><a href="mailto:exchange-in@sci.kth.se">exchange-in@sci.kth.se</a>                       |
|   | Ms. Elin Wiljergård Plith<br>(Double Degree students)                       | Phone: +46 8 790 7163<br><a href="mailto:exchange-dd@sci.kth.se">exchange-dd@sci.kth.se</a>  |
| <b>School of Electrical Engineering &amp; Computer Science (EECS)</b> | Ms. Manja Schubert<br>Ms. Mikaela Åhlén<br>(Exchange students)              | Phone: +46 8 790 6364<br>Phone: +46 8 790 8992<br><a href="mailto:exchange.in@eecs.kth.se">exchange.in@eecs.kth.se</a>                     |
|   | Ms. Christina Gabrielsson<br>Ms. Manja Schubert<br>(Double Degree students) | Phone: +46 8 790 4239<br>Phone: +46 8 790 6364<br><a href="mailto:dd@eecs.kth.se">dd@eecs.kth.se</a>                                       |
| <b>School of Industrial Engineering and Management (ITM)</b>          | Ms. Shorok Lindgren   | Phone: +46 8 790 7068<br><a href="mailto:shorok@kth.se">shorok@kth.se</a>  |